

**NJ HEALTH CARE FACILITIES  
FINANCING AUTHORITY**

**JOB DESCRIPTION**

**DATABASE ADMINISTRATOR**

**DIVISION OF RESEARCH, INVESTOR RELATIONS & COMPLIANCE**

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**DEFINITION:**

Under the direction of the Director of the Division of Research, Investor Relations & Compliance, maintains Authority databases (including Apollo, Early Warning System and Bondtracker), and performs other assignments as required.

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**EXAMPLES OF WORK:**

- Input or oversee the input of financial and utilization data received from hospitals for Apollo, the monthly Early Warning System and Bondtracker;
- Review inputted data for accuracy and completeness; work with hospital contacts, Authority staff and other sources to correct or complete data; recommend changes to data for review by the Division Director or Assistant Director.
- Respond to inquiries concerning Authority reports and data bases and prepare standardized and customized reports using Microsoft Excel or Access;
- Solicit information, by means of telephone canvassing, to facilitate maintaining, updating, and distributing (in-house) Authority mailing and reference lists, including lists of client facilities, client boards of trustees, bankers, attorneys, investors, associations and other interested parties; the APOLLO database list; and the bond rating list;

**KNOWLEDGE AND SKILLS:**

- Understanding of hospital financial statements and utilization statistics;
- Knowledge of the Authority's general operating activities, policies and procedures;
- Familiarity with divisional activities and the ability to respond to inquiries;
- Ability to distinguish between public and non-public information
- Ability to effectively utilize modern office equipment, including personal computers and related software programs;
- Ability to input data and prepare reports in Microsoft Excel and Access;
- Ability to process, in acceptable format, statistical, financial, and other reports required by management;
- Ability to proofread;
- Ability to maintain accurate records and files.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree in accounting, business, finance or related degree from an accredited college;
- Demonstrated proficiency in Microsoft Word, Access and Excel
- Excellent organizational and interpersonal skills.

*\*\*\*This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.\*\*\**